

# NMR Guidelines and Information

nmr-user-guidelines June20, 2022.docx

- (1) All unsupervised NMR users must have an account or be currently enrolled in a class using the NMR. All users are responsible for backing up their own files. It is recommended files are backed up at the end of each reservation, but not later than the end of the month.
- (2) Priority for use of the JEOL or Varian spectrometers is established by "reserving time" on FACES (Login **prior to use** (not Join) at <http://faces.ccrcc.uga.edu/>, Group = Umemphis).
- (3) Do not reserve more time than you need (for example, if a routine proton NMR usually takes 10 minutes do not sign up for 40 min). **If all or part of a reservation cannot be used immediately inform the next user.**
- (4) Sign in the log book **before** you begin using the spectrometer. If there is not enough room in the log book, make a note on the opposite page.
- (5) If you are late more than 5 minutes for your reservation, it will be canceled if another user needs to use the spectrometer and signs up in the notebook.
- (6) Between 9 am and 6 PM, a single reservation may be up to 40 min. After a reservation is nearly complete, a user may make a consecutive reservation if the spectrometer has not been reserved by another user. The work station next to the Libert Unit in SM003D may be used for this purpose. If two or more reservations are made at a time there must be a delay of at least 1 hr between reservations. Reservations longer than hour are allowed between 6 PM and 9 AM the following day. Reservations that cannot be used must be canceled. A group may be charged for reservations not used. Make special arrangements with T. Burkey.
- (7) **NMR department charges:** \$10/hr 9 AM -6 PM, off hours \$5/hr. Untenured faculty NMR time is paid by department, but all grant proposals must budget NMR use. Likewise for tenured faculty who request department subsidized NMR use.
- (8) Users requiring instrument time longer than a day should discuss special arrangements with Dr. Ted Burkey or Dr. Truc Chi Pham.
- (9) If you are using the NMR spectrometer and have not signed the log book, anyone can sign in, stop your experiment and log you out.
- (10) Do not allow others to sign-up and use the NMR under your account. You will be held accountable for their actions.
- (11) **Do not attempt to reboot any part of the NMR if the nmr does not appear to be operating correctly.** Get assistance from Dr. Truc Chi Pham.
- (12) Make a note in the log book if you observe anything unusual or have difficulties.
- (13) After you are finished, leave the 0.1% ethylbenzene/deuteriochloroform sample in probe, lock and shim the sample to obtain a stable lock signal, and return the dust cover to top of probe inlet.
- (14) Instructional courses have priority even if a user has signed-in. However, course instructors must sign-in and notify any user who loses a reservation 24 hours in advance.

**(15) Failure to conform to these procedures will result in loss of user privileges.**

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## Jeol User data- submit to [tburkey@memphis.edu](mailto:tburkey@memphis.edu)

Name	
Office number	
Initials for log book	
Office phone	
Home phone (dorm)	
email	
NMR Login name	(All lowercase)
Temporary password	(6-8 characters with at least one letter and one number, case sensitive)
Advisor's Name	

I have read and agree to abide by the policies established for the use of the JEOL NMR Spectrometer.

Signature \_\_\_\_\_ Date \_\_\_\_\_